

Occupancy Permit Information

The purpose of the following procedures is for the protection of life, health and welfare in the building environment through the adoption and enforcement of building codes and ordinances.

Application Procedure for Occupancy Permit:

1. The following information is needed when applying:
 - (A) Owner Contact Information
 - (B) Address of location, suite designation if applicable
 - (C) Name/Type of business
 - (D) Tenant Contact Information
 - (E) Square footage:
2. Customer must contact utility company in advance to verify if occupancy permit is required **(NO REFUNDS)**. Once the permit has been issued, inspections will be performed the following business day between the hours of 8:00 am and 3:30 pm.

The following minimum items are required for inspection:

- a) **The building must be open/unlocked.**
- b) **Municipal number or suite number must be posted.**
- d) **The occupancy permit shall be posted on the building.**

3. Once inspections are passed and all fees have been paid, the record room will notify the appropriate utility company(s) approving the electric and/or gas services to be connected. Applicant must contact the utility company to establish an account for service.
4.
 - Residential homes & mobile homes vacant over 6 months require occupancy inspection (Customer must call and verify if permit is required by utility company prior to applying for occupancy permit.)
No refunds will be granted.
 - Commercial buildings require occupancy inspection and Fire inspection (or State Fire Marshal for Institutional occupancies, daycares, schools, etc)
 - a) Health Inspection required for FOOD service or sales. Contact State Dept of Health and Hospitals at (225) 242-4860.
5. **Fees:** Occupancy permit is \$40. Occupancies within the city limits of Baton Rouge for commercial uses require Fire Prevention Inspection and will be charged an additional \$25. Checks not accepted.
6. As required by Section 110 of the International Building Code, a building shall not be occupied until after the Building Official has issued a "Certificate of Occupancy". This will be emailed to the applicant after all required inspections are passed.

